

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Date/Time Stamp:  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

2018 SEP 14 PM 3:38

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Hoover Institution, Stanford University

Travel date(s): August 14-16, 2018

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$565.90 Roundtrip Airfare	\$320 (\$160/night)	\$128.01	\$82.70 Ground Transportation
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached agenda

9/13/2018  
(Date)

Tosh McLeod  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/13/2018  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

ETHIC JUL13'18PM 3:10

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Joshua McLeod

Employing Office/Committee: Homeland Security and Governmental Affairs Committee

Private Sponsor(s) (list all): Hoover Institution's Stuart Family Congressional Fellowship Program

Travel date(s): August 14-16, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Palo Alto, California

Explain how this trip is specifically connected to the traveler's official or representational duties:

The agenda for the fellowship program involves regulatory reform, trade, tax, drug approvals, education, and health care. I have and continue to work on each of these issues in my work in HSGAC. Currently, I am involved with Congressional oversight of the tariffs and have many ongoing projects in that area.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/13/2018  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ran Johnson hereby authorize Joshua McLeod  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/13/2018  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution
2. Description of the trip: An intensive program for congressional staff which consists of three days of seminars, simulations, and keynote presentations.
3. Dates of travel: 08/14/2018 - 08/16/2018
4. Place of travel: Stanford University, Palo Alto, CA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

---

---

---

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be responsible for traveling with congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the fifth sponsored trip for congressional staff organized by the Hoover Institution. The latest of which was in April of 2018 and had a similar format as this trip.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists,

congressional staff, executive branch officials, academics and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$600 airfare	\$320 total (\$160/night)	\$160 total (\$64 per diem)	n/a
<input type="checkbox"/> Actual Amounts	\$400 ground transportation			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged/organized specifically for congressional participation.

18. Reason for selecting the location of the event or trip

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Stanford Guest House, 2575 Sand Hill Road, Menlo Park, CA 94025

20. Reason(s) for selecting hotel or other lodging facility:

Stanford Guest House is owned and operated by Stanford University. It is in close proximity to the events that comprise the program.





THE HOOVER INSTITUTION IN WASHINGTON

## STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

### EXAMINING AMERICA'S ECONOMIC PROSPERITY

AUGUST 14-16, 2018

STANFORD UNIVERSITY'S HOOVER INSTITUTION

#### TUESDAY, AUGUST 14

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

**8:05 AM** Depart DCA – United Airlines Flight 2042

**11:00 AM** Arrive SFO – Shuttle to Lou Henry Hoover Building at Stanford University

**12:00 PM** Tom Gilligan – Welcome & Lunch

Tom Gilligan will speak on the role of the Hoover Institution and its research plays in promoting economic prosperity, as well what participants can expect from the week's programming.

**1:00 – 2:10 PM** John Taylor – *Principles for Restoring Prosperity*

John Taylor will discuss and facilitate a discussion on his research into monetary policy, namely how financial institutions, and the policies that regulate them, can impact the economy.

**2:10 – 3:20 PM** David Henderson – *A Need for Regulatory Reform*

David Henderson will discuss and facilitate a discussion on the current regulatory framework that hinders economic prosperity and identify various opportunities for reform that may facilitate economic growth.

**3:30 – 4:40 PM** Stephen Haber – *Why 21<sup>st</sup> Century Growth Depends on Property Rights*

Stephen Haber will discuss and facilitate a discussion on his research into the role intellectual property and the laws that govern it play in innovation and therefore lead to economic growth.

**5:00 – 5:45 PM** Condoleezza Rice – *Trade and Domestic Economic Growth*

Condoleezza Rice will discuss the relationship between international trade and domestic markets and facilitate a discussion on how trade can impact economic prosperity.

**6:30 – 8:00 PM** Informal Dinner – *Thaiphoon*  
Location: 543 Emerson St, Palo Alto, CA 94301

#### WEDNESDAY, AUGUST 15

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

**Continental Breakfast is provided at Stanford Guest House starting at 6am**

AGENDA

**9:00 – 10:15 AM** Eddie Lazear – *Another Look at Tax Reform and Economic Growth*

Eddie Lazear will discuss and facilitate a discussion on his research into the relationship between tax burdens and economic growth and how certain reforms could promote growth, according to various economic models.

**10:30 – 11:45 AM** Henry Miller – *Three Tales of Woe: How Federal Regulation Has Damaged Entire Sectors of Biotechnology*

Henry Miller will discuss and facilitate a discussion on the regulatory structure around biotechnology and how it may impact growth of the sector and innovation more broadly.

**12:00 – 1:30 PM** John Cogan – *Why America is Going Broke: Fixing the spending problem*  
*Lunch will be served during this session*

John Cogan will discuss and facilitate a discussion on his research into U.S. entitlements programs, namely the historical patterns of various programs from the revolutionary war until today and what impacts it has on federal fiscal policy.

**1:45 – 2:45 PM** Robert Hall – *The Bad News about Stagnant Wages, and How to Improve Wage Growth*

Robert Hall will discuss his research and facilitate a discussion on into the impact of stagnant wages on the U.S. workforce and the economy, as well as facilitate a discussion on what might be possible to help improve wage growth.

**3:00 – 4:30 PM** Jennifer Burns & Jean Cannon – *A View from Hoover Archives: Milton Freidman on a Guaranteed Annual Income*  
*Location: Tower 110 Classroom, Hoover Tower*

Jennifer Burns and Jean Cannon, archivists, will highlight and discuss archival information on Milton Freidman and his research into the impacts of a guaranteed annual income on the U.S. economy.

**4:30 – 6:00 PM** Break

Optional Tours of Hoover Tower, Herbert Hoover Memorial Exhibit Pavilion, or Stanford University Campus will be available. These tours are open to the public and provide no form of entertainment to participants.

**6:00 – 8:30 PM** Dinner & Keynote Remarks by Caroline Hoxby – *The Role of Education in Promoting Economic Growth*  
*Location: Fairweather Courtyard/Pavilion*

Caroline Hoxby will discuss and facilitate a discussion on her research into the role education plays in economic growth.

**THURSDAY, AUGUST 16**

*All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.*

**AGENDA**





**Continental Breakfast is provided at Stanford Guest House starting at 6am**

**8:00 AM** Shuttle departs Stanford Guest House – bring luggage

**8:30 – 9:45 AM** Daniel Kessler – *Health Care Reform*

Daniel Kessler will discuss the health policy landscape and facilitate a discussion on ideas for lowering costs and improving care.

**9:55 – 10:55 AM** Josh Rauh – *Pensions: How Unfunded Liabilities Can Hamper Economic Prosperity*

Josh Rauh will discuss and facilitate a discussion on his research into how unfunded pension liabilities affect the U.S. economy and its prospects for growth.

**11:00 AM** Pick up boxed lunch & shuttle departs campus for SFO

**1:10 PM** Depart SFO – *United Airlines Flight 2046*

**9:26 PM** Arrive DCA

AGENDA



Last	First
Bunn	Daniel
Dudley	Lauren
Geho	Doug
Grice	Savannah
Kim	Sunmin
McGuire	Monica
McLeod	Josh
Merkel	Theo
Wrase	Jeff

24  
24  
24  
40  
40  
40  
40  
40  
40  
40  
40  
40  
40



Dear Mr. McLeod,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which takes place on the Stanford University campus in Palo Alto from August 14-16, 2018. **To proceed, please confirm your agreement to attend by completing this form by the close of business on Wednesday, July 11th.**

**IMPORTANT:** Given that the Senate is scheduled to be in session during our fellowship, we are requiring that you confirm your ability to attend even if the Senate remains in session during our travel dates.

Once confirmed, you will need to complete the necessary ethics paperwork. In this packet, you will find the necessary forms to be submitted to your ethics committee. This packet includes:

- Employee Pre-Travel Authorization Form (*For you to fill out*)
- Private Sponsor Travel Certification Form
- Agenda & Flight itinerary
- This letter as a Copy of Sponsor Invitation
- List of Senate participants

You will need to fill out the Employee Pre-Travel Authorization Form and **submit this entire packet to your Ethics Committee for review by Friday, July 13th.** Upon submission, please notify Andrew Clark at [afclark@stanford.edu](mailto:afclark@stanford.edu)

The Congressional Fellowship will take place from August 14th through August 16th. Plan to depart from Washington, D.C. the morning of August 14th and return the afternoon of August 16th. Please be sure to review all of the action items and deadlines in the attached document titled "Next Steps."

Should you have any questions, do not hesitate to let us know. Again, thank you for your participation. We look forward to welcoming you to Stanford University and expect an excellent program.

Sincerely,



Michael G. Franc  
Director, Washington D.C. Programs  
Hoover Institution, Stanford University

**STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM**

**AUGUST 14-16, 2018**

**STANFORD UNIVERSITY'S HOOVER INSTITUTION, PALO ALTO**

Group Flight Information:

Outbound flight: Tuesday, August 14, 2018

Flight Number – UA 2042

Departure Airport – DCA

Departure Time – 8:05amET

Arrival Airport – SFO

Arrival Time – 11:00amPT

Return Flight: Thursday August 16, 2018

Flight Number – UA 2046

Departure Airport – SFO

Departure Time – 1:10pmPT

Arrival Airport – DCA

Arrival Time – 9:26pmET

ST  
UN  
IV  
ER  
S  
IT  
Y  
S  
T  
U  
A  
R  
T  
F  
A  
M  
I  
L  
Y  
C  
O  
N  
G  
R  
E  
S  
S  
I  
O  
N  
A  
L  
F  
E  
L  
L  
O  
W  
S  
H  
I  
P  
P  
R  
O  
G  
R  
A  
M

**Group Flight Itinerary**



HOOVER INSTITUTION | STANFORD UNIVERSITY